



IN

**ForeWord™**

Word processing from Four-Phase Systems.

# ForeWord<sup>TM</sup>

## Word processing from four points of view.

### **Yours — The Office Services Manager's View.**

How can ForeWord improve the quality and efficiency of corporate correspondence and documentation?

### **Theirs — The View of the People You Serve.**

What can ForeWord do for the executives, technical writers, and other corporate users who demand flawless communications and want documents revised as quickly as they are typed?

### **Hers and His — The Operators' View.**

How will they feel about using ForeWord? How will it affect their productivity, their attitude?

### **Ours — Four-Phase Systems' View.**

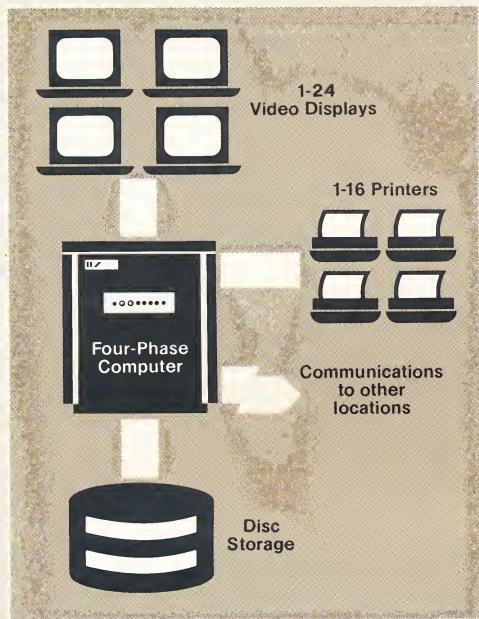
Why does a leading distributed processing company produce a word processing system?

If these are your questions, we'd like to give you the answers. From four points of view.

# Yours.

As office services manager, you are responsible for the efficiency and effectiveness of your organization's communications. You must maintain high standards in correspondence and documentation while simultaneously controlling the dollar and time cost of paperwork production.

The ForeWord word processing system is a powerful new resource to help you meet these objectives — both in your word processing centers and in other office locations where documentation specialists work with words.

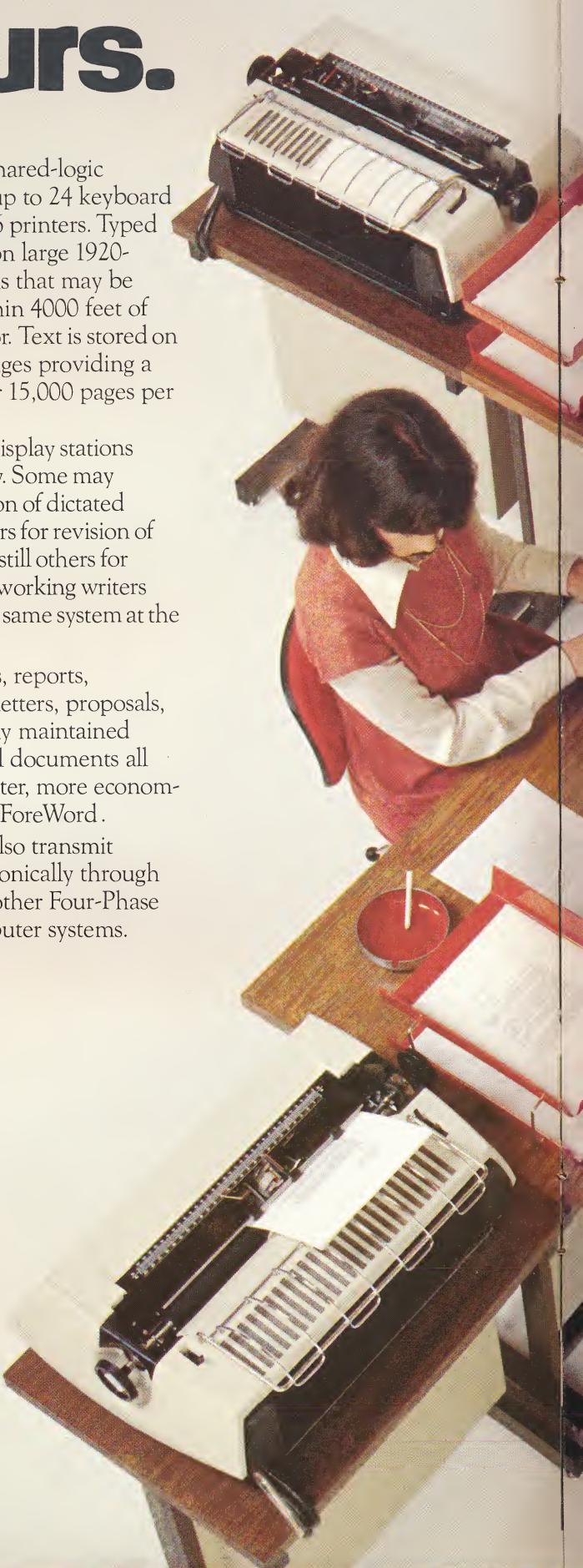


ForeWord is a shared-logic system that supports up to 24 keyboard display stations and 16 printers. Typed entries are displayed on large 1920-character video screens that may be located anywhere within 4000 feet of the ForeWord processor. Text is stored on removable disc cartridges providing a choice of either 500 or 15,000 pages per cartridge.

All ForeWord display stations operate independently. Some may be used for transcription of dictated correspondence. Others for revision of long documents. And still others for direct composition by working writers and editors. All on the same system at the same time.

Letters, memos, reports, financial tables, form letters, proposals, specifications, routinely maintained manuals and technical documents all lend themselves to faster, more economical production using ForeWord.

ForeWord can also transmit and receive text electronically through communication with other Four-Phase systems or other computer systems.

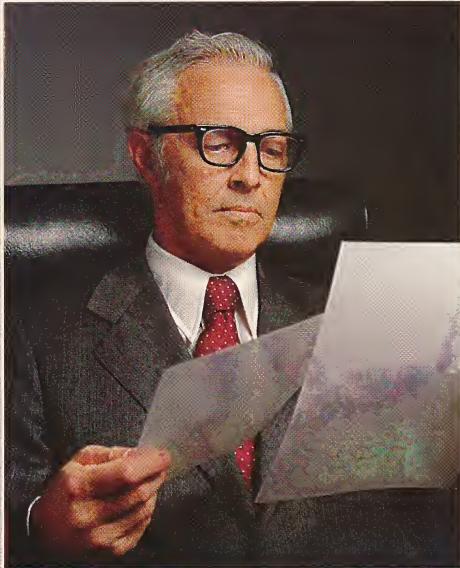




# Theirs.

They are the writers of letters, memos, and reports who want everything done yesterday. ForeWord won't do it yesterday, but it will produce clean, accurate, edited paperwork faster than ever before.

Consider ForeWord correspondence, for example. The author dictates a letter. From the voice tape or draft, an operator types it into the system where the text is stored on a disc cartridge for later use. With the touch of a key, a draft is printed.

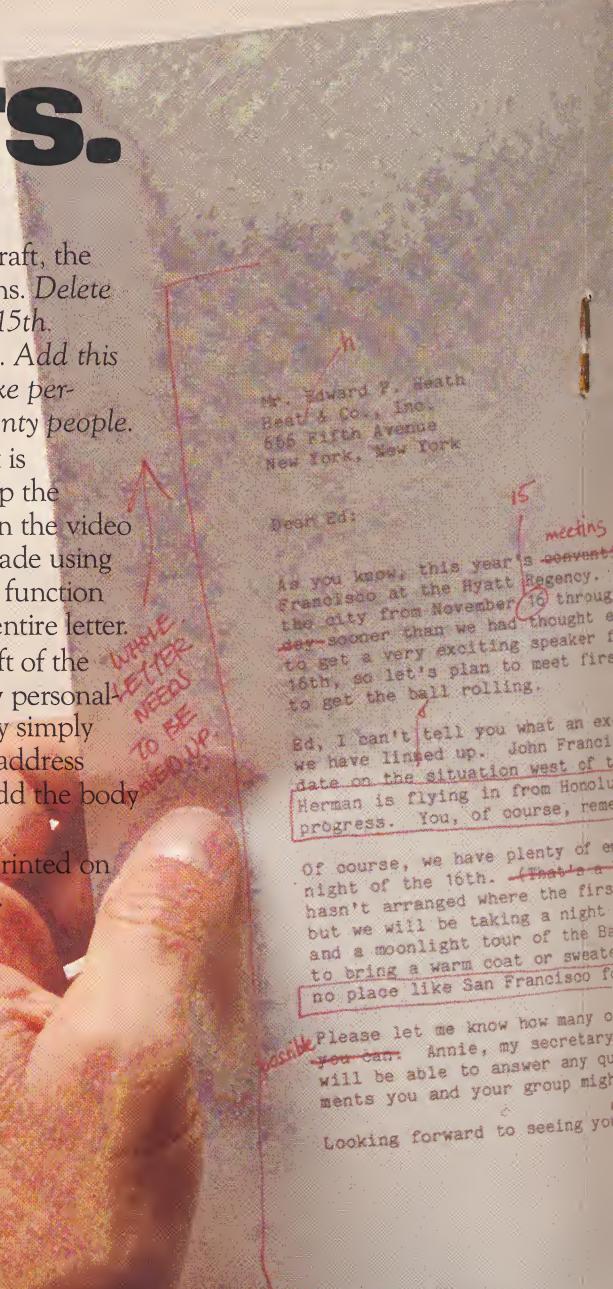


While reviewing the draft, the author makes some corrections. *Delete that. Change the 16th to the 15th. Move this paragraph to there. Add this sentence. OK, fine. Now make personalized copies for these twenty people.*

When the edited draft is returned, the operator calls up the text of the letter for display on the video screen. The corrections are made using DELETE, INSERT, and other function keys...without retying the entire letter.

When a corrected draft of the letter is approved, the twenty personalized versions are produced by simply entering each new name and address and ordering the system to add the body of the letter.

Each version is then printed on company letterhead. Quickly. And perfectly.



As you know, this year's ~~seventeen~~ meeting Francisco at the Hyatt Regency, the city from November 16 through ~~sooner~~ than we had thought to get a very exciting speaker on 16th, so let's plan to meet first to get the ball rolling.

Ed, I can't tell you what an exciting date on the situation west of Herman is flying in from Honolulu progress. You, of course, reme

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June 5, 1977

June 6, 1977

Mr. Edward P. Heath  
Heath & Co., Inc.  
666 Fifth Avenue  
New York, New York

Dear Ed:

As you know, this year's meeting will be held in San Francisco at the Hyatt Regency. We're planning to be in the city from November 15 through the 20th. That's two days sooner than we had thought earlier, but we've managed to get a very exciting speaker for the afternoon of the 16th, so let's plan to meet first thing that morning to get the ball rolling.

Ed, I can't tell you what an exciting list of meetings we have lined up. John Francis will bring us up to date on the situation west of the Rockies. Mort Johnson will share his experiences of his trip through the South.

Of course, we have plenty of entertainment, starting the night of the 16th. And you know, Ed, there's no place like San Francisco for dining out on the town. My secretary hasn't arranged where the first night's dinner will be yet, but we will be taking a night tour of the city one night and a moonlight tour of the Bay one night. (Tell Denise to bring a warm coat or sweater.)

Please let me know how many of you can attend as soon as possible. Annie, my secretary, is in complete charge and will be able to answer any questions or make any arrangements you and your group might need. Just give her a call.

Looking forward to seeing you all in November.

Best regards,

Irwin Freed

IF:lv

Irwin Freed

l/c  
Best regards,

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Mort Johnson  
will share his  
experiences of  
his trip through  
the South.  
OUT  
MOVE UP

an exciting list of meetings  
Francis will bring us up to  
of the Rockies. And Bill  
Honolulu to report on his branch's  
remember Bill from Cincinnati.  
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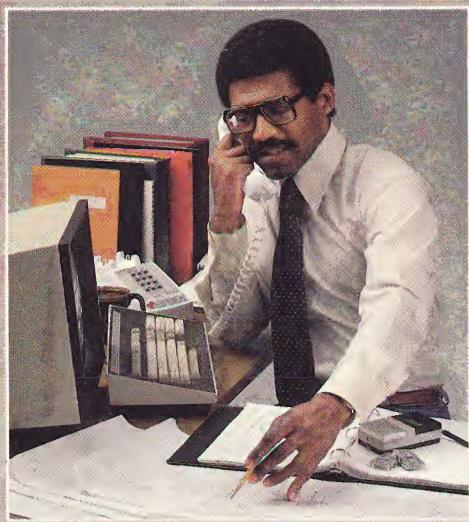
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all  
you in November.

# Hers and His.

She and he are the operators who will use ForeWord day in and day out. Professional typists. Technical writers. Engineers. Instructors. Programmers. Will they like the system? Will it increase their productivity?

Yes. Because ForeWord operators experience a new feeling of



power over the written word. Here is a system that will instantly edit, correct, revise, delete, insert, retrieve, merge, center, file, change margins, transfer text blocks, display finished text, and powertype letter-perfect copy. All through simple keystroke commands.

ForeWord is easy to learn and simple to use. Operators can call up stored words, phrases, sentences, or formats with only two keystrokes. Storing frequently used command sequences saves setup time, too.

In addition to these convenience features, ForeWord has a few special extras that increase production and minimize fatigue. The displays employ a high-legibility character set to reduce errors and a nonglare screen to cut down eyestrain. The contoured keyboard and compact display can be separately positioned for individual convenience. And new documents can be typed while finished work is being printed.

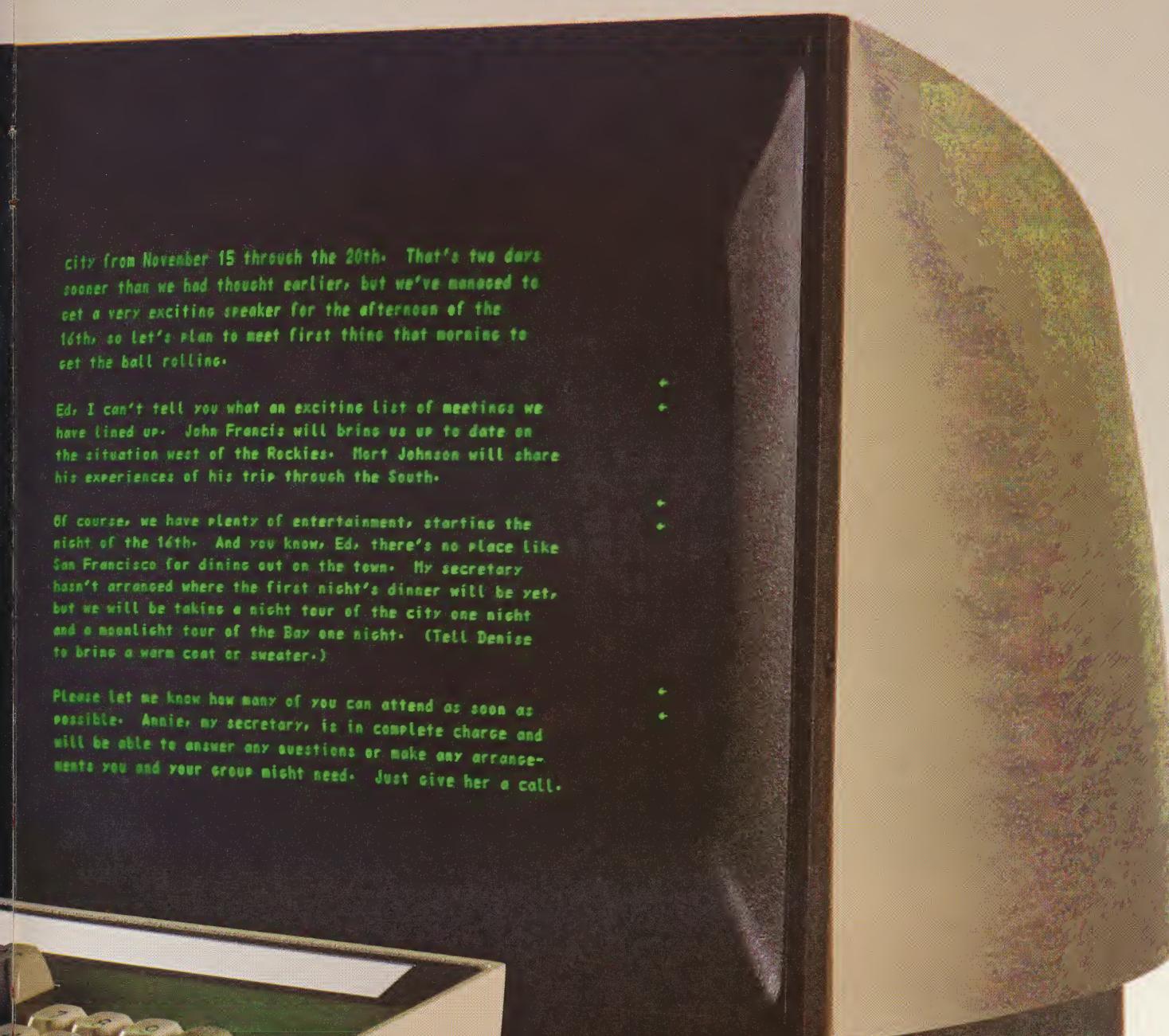
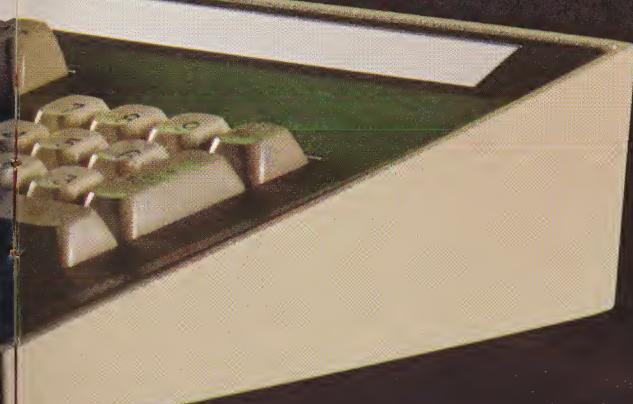


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# Ours.

We are Four-Phase Systems, a pioneer in distributed processing with 40,000 display stations installed. Since 1970 our customers have logged over 200 million operator-hours on our shared-processor systems. In that time we've learned a lot about user needs and how to serve them.

ForeWord is backed by the same experienced marketing, engineering, and education personnel who support our distributed processing systems.

Today, a staff of more than 475 Four-Phase field engineers provides round-the-clock customer service from over 100 offices nationwide.



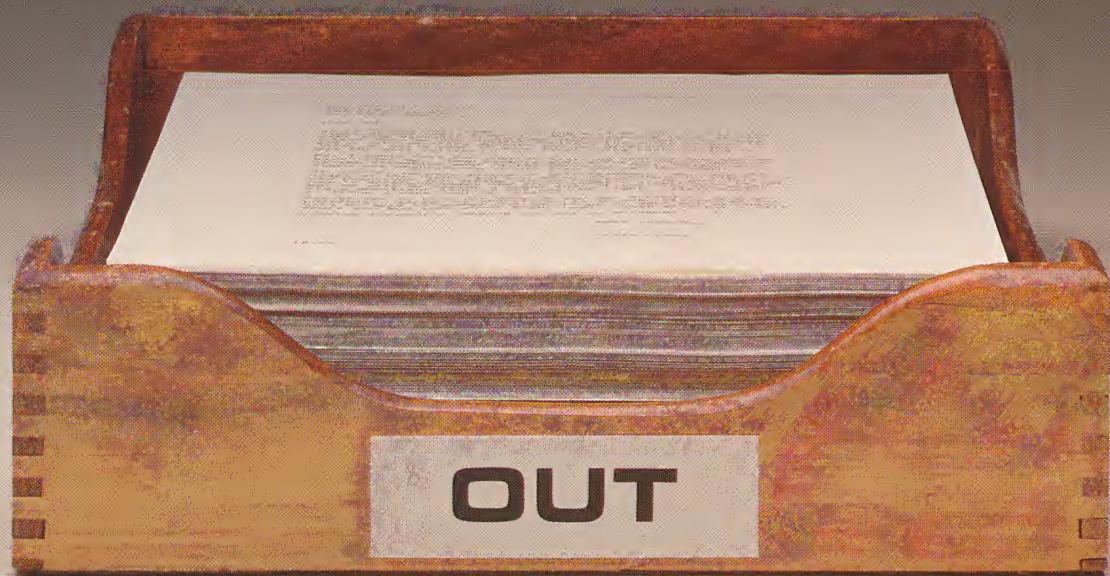
ForeWord has been providing reliable service at Four-Phase for over five years. We depend on it at our corporate word processing and documentation centers for general correspondence, report preparation, and technical publications. It even helped write this brochure.

Our capabilities don't end with ForeWord. In fact, the same system you use for word processing can be used for data entry. Or for business data processing with COBOL. Or for cost-effective replacement of IBM 3270 displays and 2780/3780 remote batch terminals.

With MFE/IV™ our Multi-function Executive™ each display station can transfer from one task to another at the touch of a key. A multi-function system to meet your changing needs.

To see how far word processing has come, call your local Four-Phase office for a personal demonstration today.





**■ Four-Phase Systems**

10700 North De Anza Blvd., Cupertino, CA 95014, (408) 255-0900.

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## NewsRelease

MARCH 3, 1980

page 1 of 2

Claudia Heyman  
Marketing Communications

### FOUR-PHASE DEMONSTRATES INTEGRATED, MULTIFUNCTION SYSTEMS WITH ELECTRONIC DOCUMENT TRANSFER

Atlanta -- Four-Phase Systems, Inc. is demonstrating the integration of word and data processing for today's business environment. Demonstrations feature multiple applications solutions for the four primary office functions of: information processing, data entry, stand-alone processing and interactive communications capabilities. Both the new, mid-range System IV/65 and the top-of-the-line System IV/90 utilize the Multifunction Executive™ (MFE/IV™) software package for multiple applications control.

- The System IV/65 includes 192K bytes of main memory, with high processing speeds. The System IV/90 additionally features an expandable memory of up to 480K bytes. Both systems feature the VISION™ and ForeWord™ software packages under MFE/IV control. VISION, a transaction-oriented processing system, allows for source data capture, interactive batch and on-line communications protocols and concurrent file processing. The ForeWord information processing system couples shared-logic efficiency with inter-application and inter-system transfer and communications techniques under the Multifunction Executive.

(MORE)

Software systems enhancements include the source data capture, manipulation and processing of captured information by both the VISION and ForeWord systems. Demonstration of electronic document transfers utilize communications between the Systems IV/65 and IV/90 via IBM-compatible 3780 line protocol.

Four-Phase Systems, Inc. manufactures, markets and services multifunction computer systems for distributed processing applications.

# # #

<sup>TM</sup>- Trademark of Four-Phase Systems, Inc.